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**From:** Nathalie Daoust [ndaoust@cec.org]  
**Sent:** 9/11/2017 5:10:46 PM  
**To:** Troche, Luis [Troche.Luis@epa.gov]  
**Subject:** RE: Items I should look for when scoping for Council Session 2018  
**Attachments:** Hotel Search Council 2018.doc

Hi Luis,

I have put together the attached draft with the specs, and providing you with responses to your queries in the bulk of the message below.

Liliana might want to make some adjustments tomorrow. Or clarify some elements.

Hope this helps in the meantime.

Saludos,

Nathalie

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**From:** Troche, Luis [mailto:Troche.Luis@epa.gov]  
**Sent:** Monday, September 11, 2017 12:46 PM  
**To:** Nathalie Daoust  
**Subject:** RE: Items I should look for when scoping for Council Session 2018

Natalie—I just need a draft- perhaps send me your draft later tonight and an update tomorrow?  
We plan to use it to see what meetings we need to set up etc.

*Luis Troche*

Senior Advisor for North American Affairs  
CEC General Standing Committee  
Office of Regional and Bilateral Affairs  
Office of International and Tribal Affairs  
U.S. Environmental Protection Agency  
Ph. 202.564.2870 | [www.epa.gov/international](http://www.epa.gov/international)

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**From:** Nathalie Daoust [mailto:ndaoust@cec.org]  
**Sent:** Monday, September 11, 2017 12:39 PM  
**To:** Troche, Luis <Troche.Luis@epa.gov>  
**Subject:** RE: Items I should look for when scoping for Council Session 2018

Hola de nuevo Luis,

I just found out that Liliana is sick today so I will only be able to provide a response tomorrow. I want to review this with her before we send it.

Saludos,

Nathalie

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**From:** Troche, Luis [<mailto:Troche.Luis@epa.gov>]  
**Sent:** Monday, September 11, 2017 9:11 AM  
**To:** Nathalie Daoust; Liliana Paz Miller; Marcela Orozco  
**Cc:** Kasman, Mark  
**Subject:** Items I should look for when scoping for Council Session 2018

Good Morning!

This Wednesday I am meeting with Mark and our AO to discuss our scoping mission to Oklahoma. Since on the initial scoping mission it will only be EPA, would you mind giving me a list of the major items I should look for?

Like – number and size of rooms for in-camera, public, JPAC, delegations and reception (see attached)

Space for exhibit? (yes, in the lobby off the main public room if possible)

A/V capabilities Yes, definitely (we will get back with details on bandwidth)

Transport accessibility? Ideally, yes

Hotels? 4 stars a minimum. Ideally, centrally-located.

Any other side meetings or events that are usually hosted? Only welcoming reception and closing cocktail/dinner.

Also, receptions/dinners? – if I am correct, there is the opening reception and the closing dinner. Anything else? Not unless the Ministers arrive early and the Administrator wants to take them somewhere.

I would appreciate your guidance by tomorrow if possible.

Merci.

*Luis Troche*

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